

The Drug Testing Program and Client Collection Software DTP/CCS

Version 5.1

Illustrated Testing and Collection Procedures

This Guide illustrates by way of flow charts some of the basic testing and collection procedures used in the DTP/CCS program. This is only a reference guide and not intended to take the place of the DTP/CCS Users Guide.

Processes illustrated in this guide are listed below.

[Collect Samples PFAC](#)

[Collect Samples PFAS](#)

[Converting Excel/Access Files](#)

[Early Returns](#)

[Importing Rosters](#)

[Modify Roster and Moving Members Between Pools](#)

[Pool Management](#)

[Posting Results](#)

[Random Testing](#)

[System Parameters](#)

[Test A Specific Database](#)

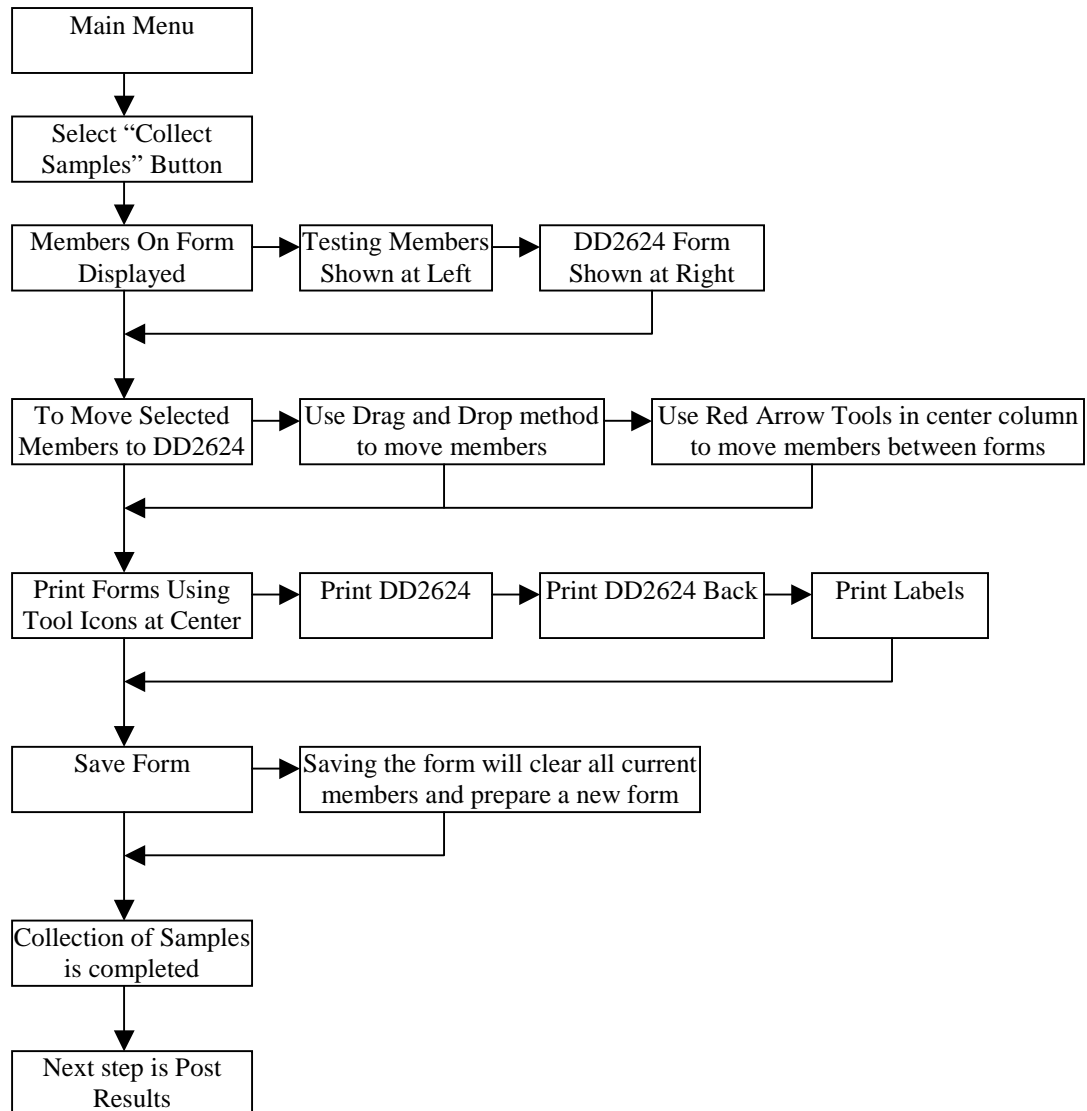
[Unit Sweep PFAC](#)

[Unit Sweep PFAS](#)

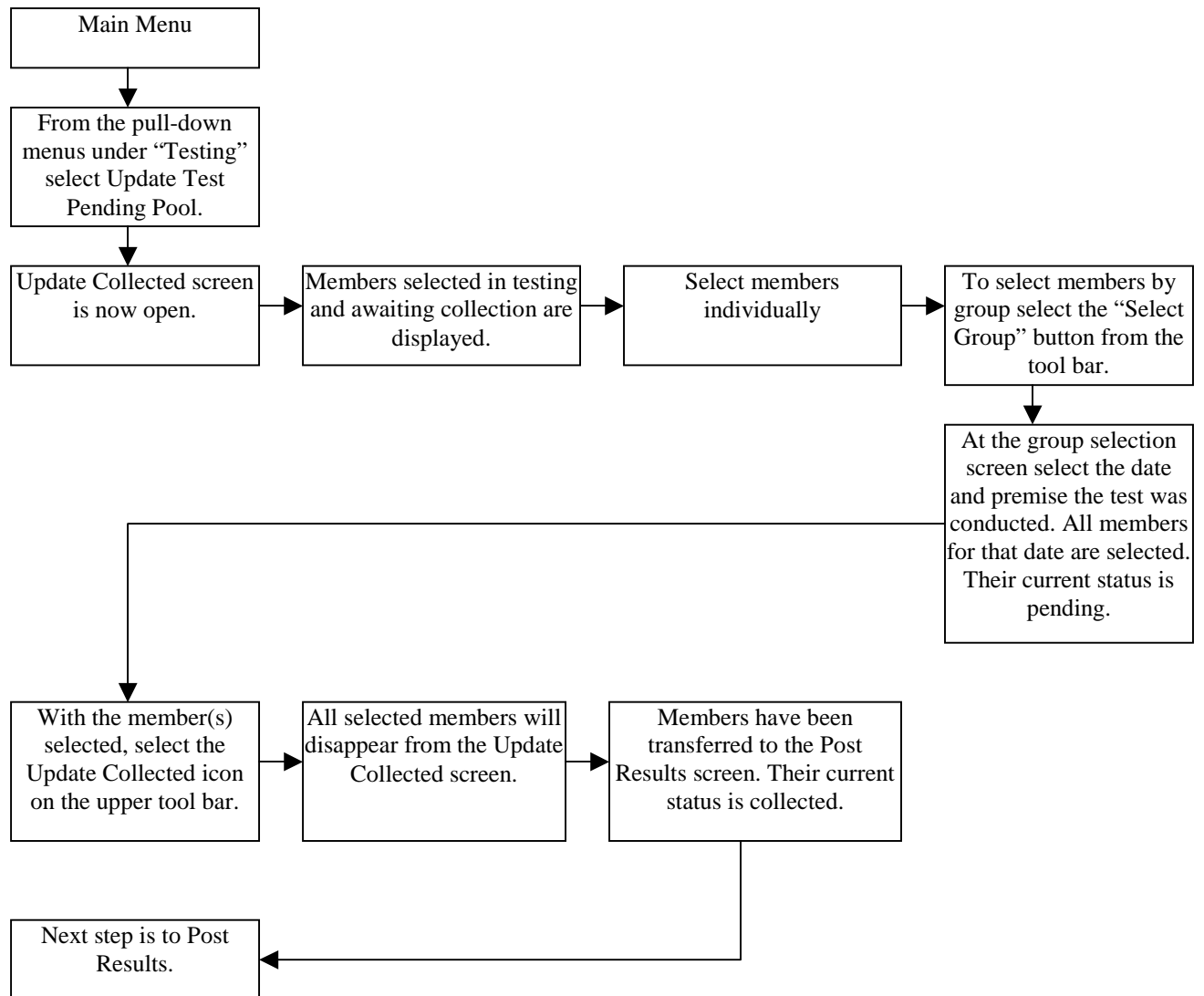
[Update Collected](#)

Note: PFAC in this Guide refers to when collection method parameters are set to “Print Forms at Time of Collection”. PFAS refers to collection method parameters set to “Print Forms at Time of Selection”.

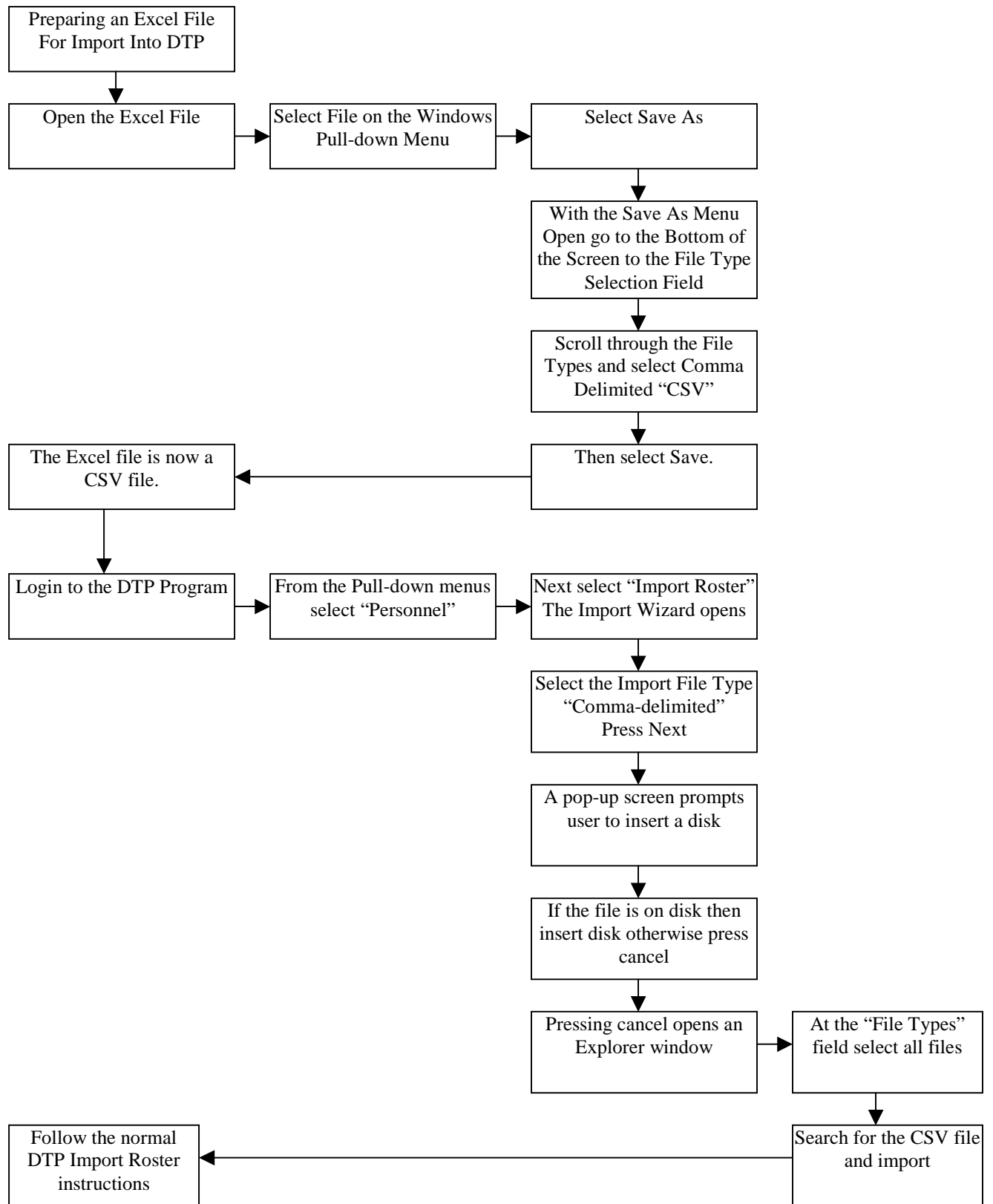
COLLECT SAMPLES (When test parameters are set to Print Forms at Collection (PFAC))



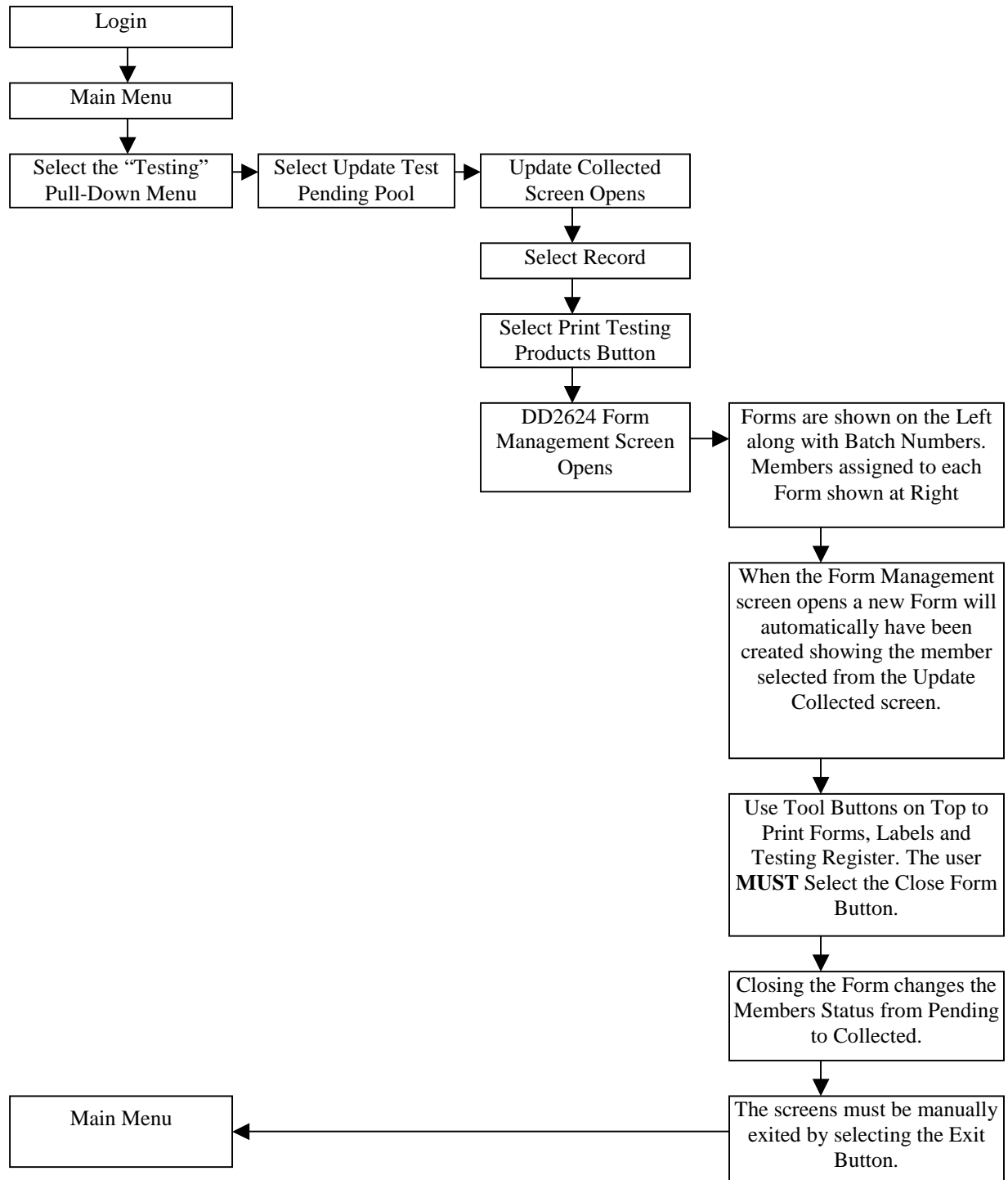
COLLECT SAMPLES (When test parameters are set to Print Forms at Selection (PFAS))



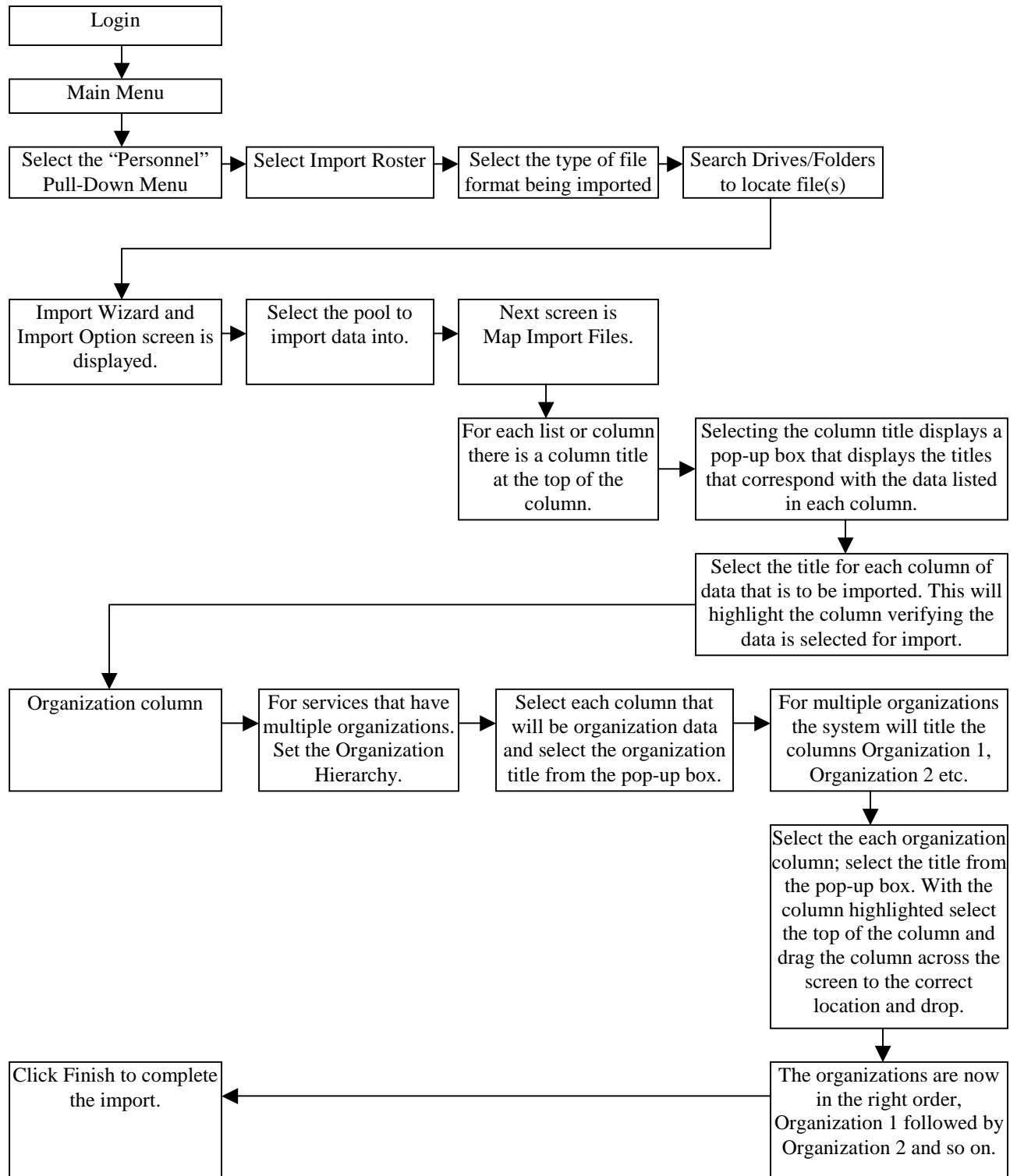
CONVERTING EXCEL/ACCESS FILES FOR IMPORT



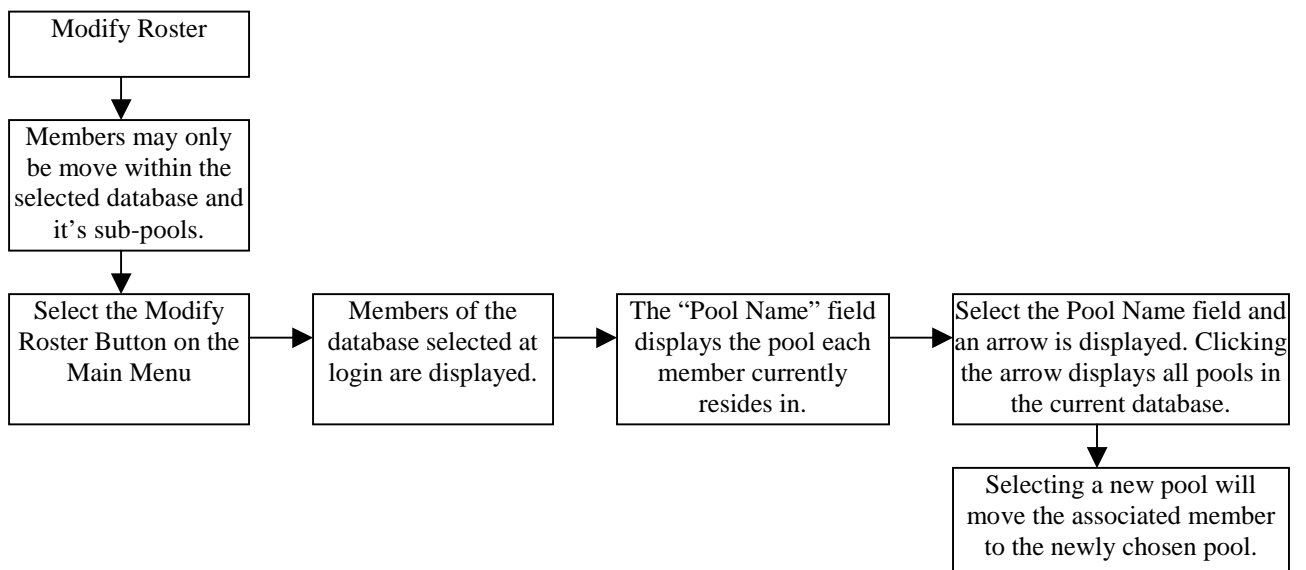
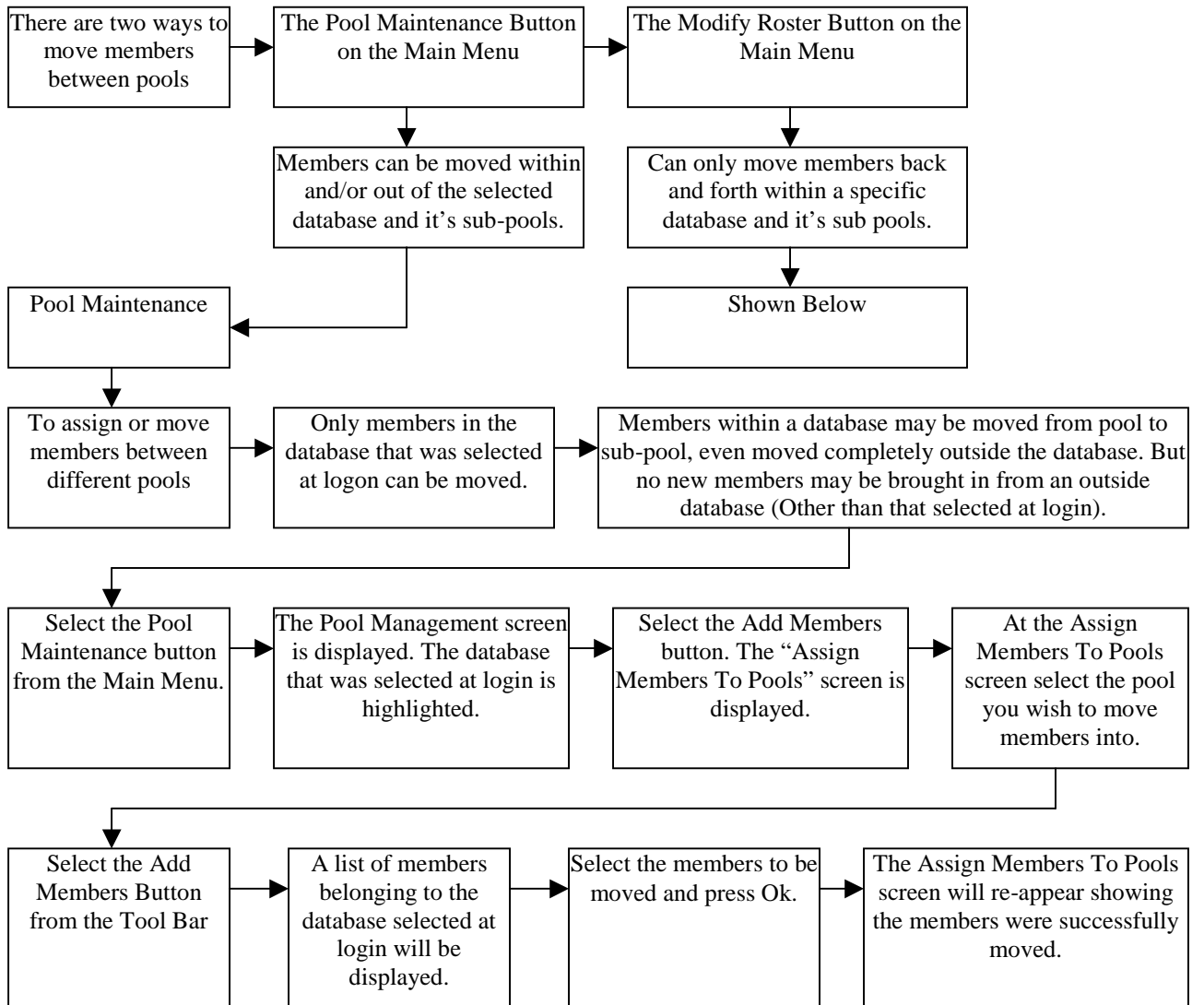
EARLY RETURNS



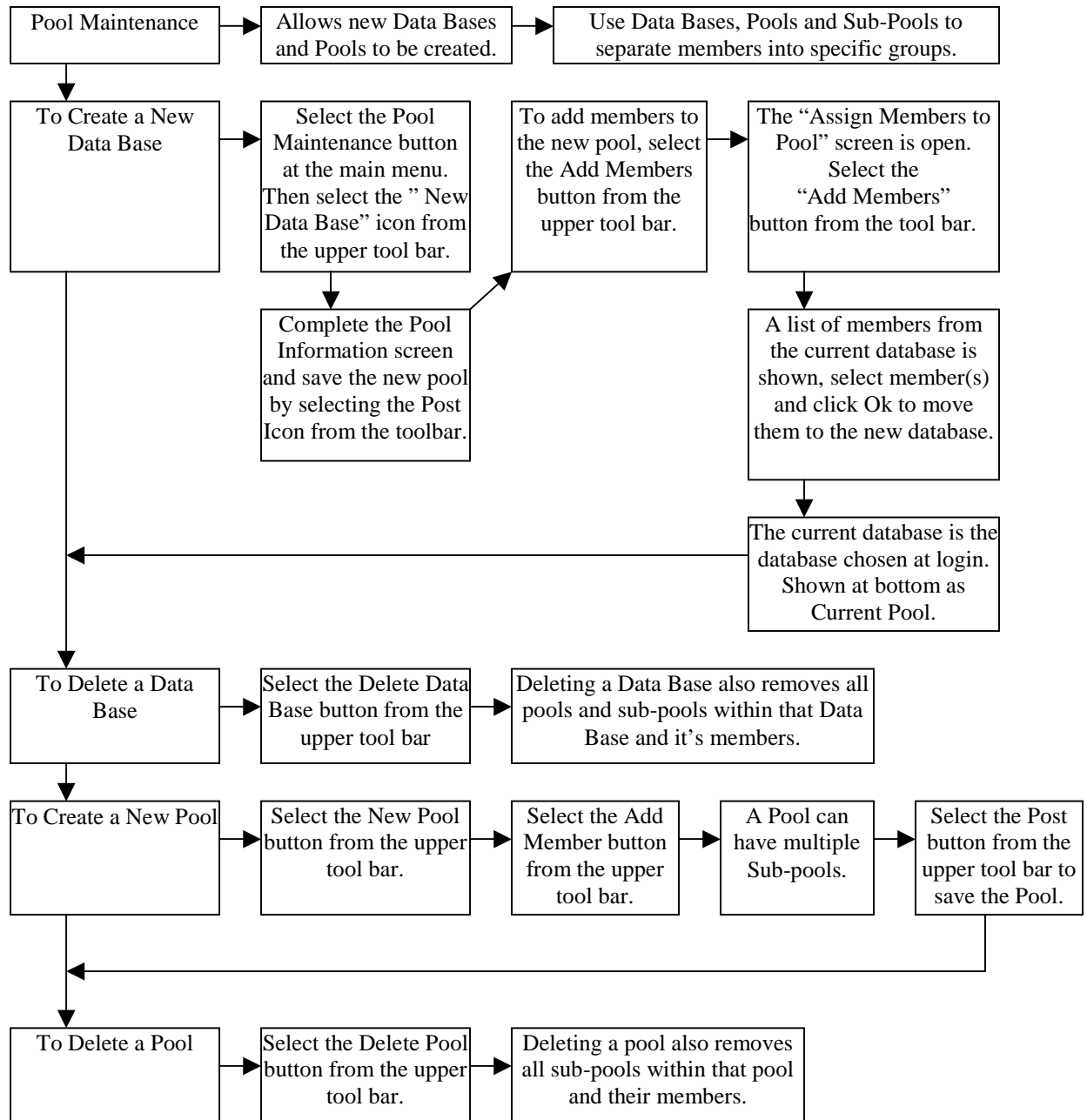
IMPORTING ROSTERS



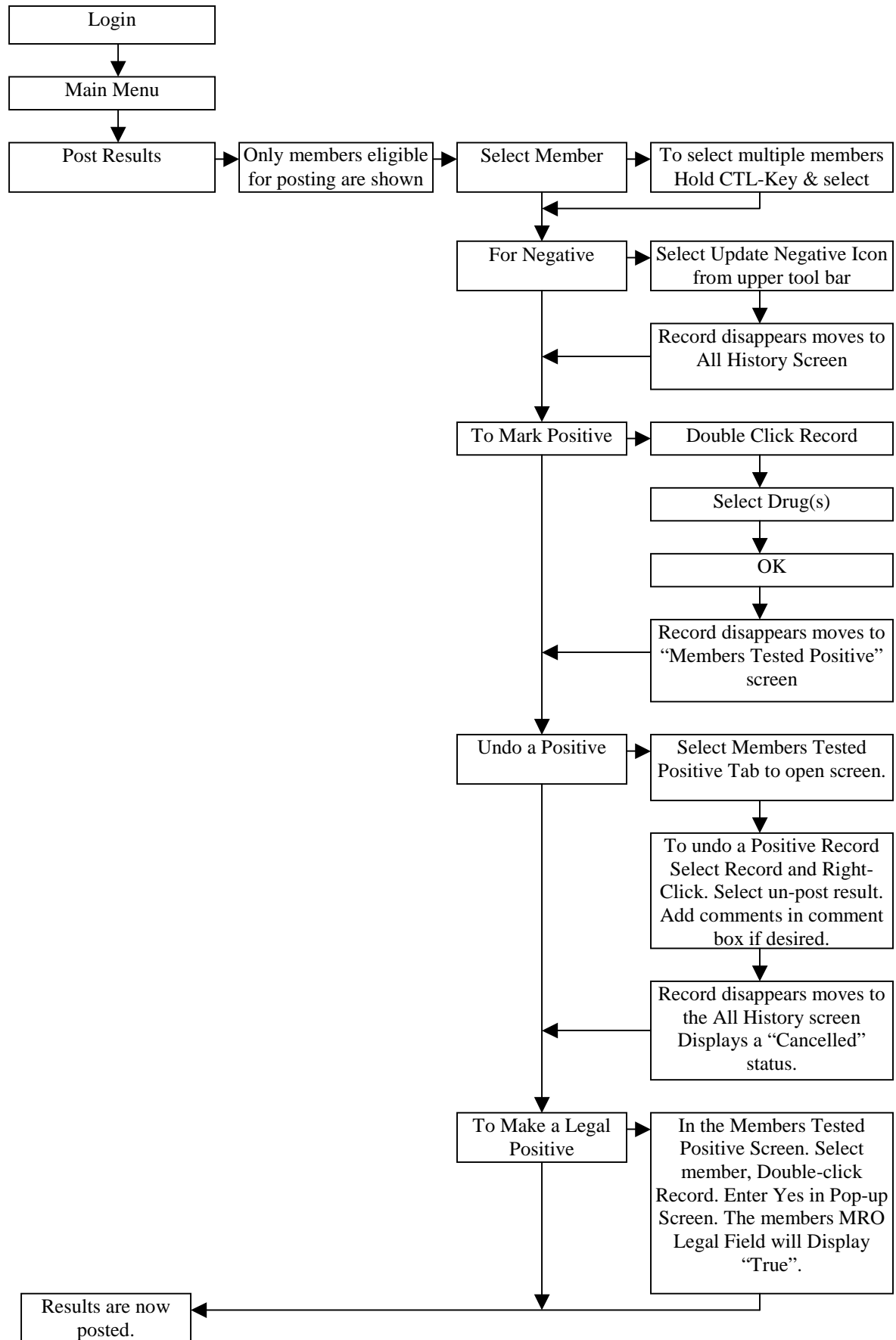
MODIFY ROSTER and MOVING MEMBERS BETWEEN POOLS



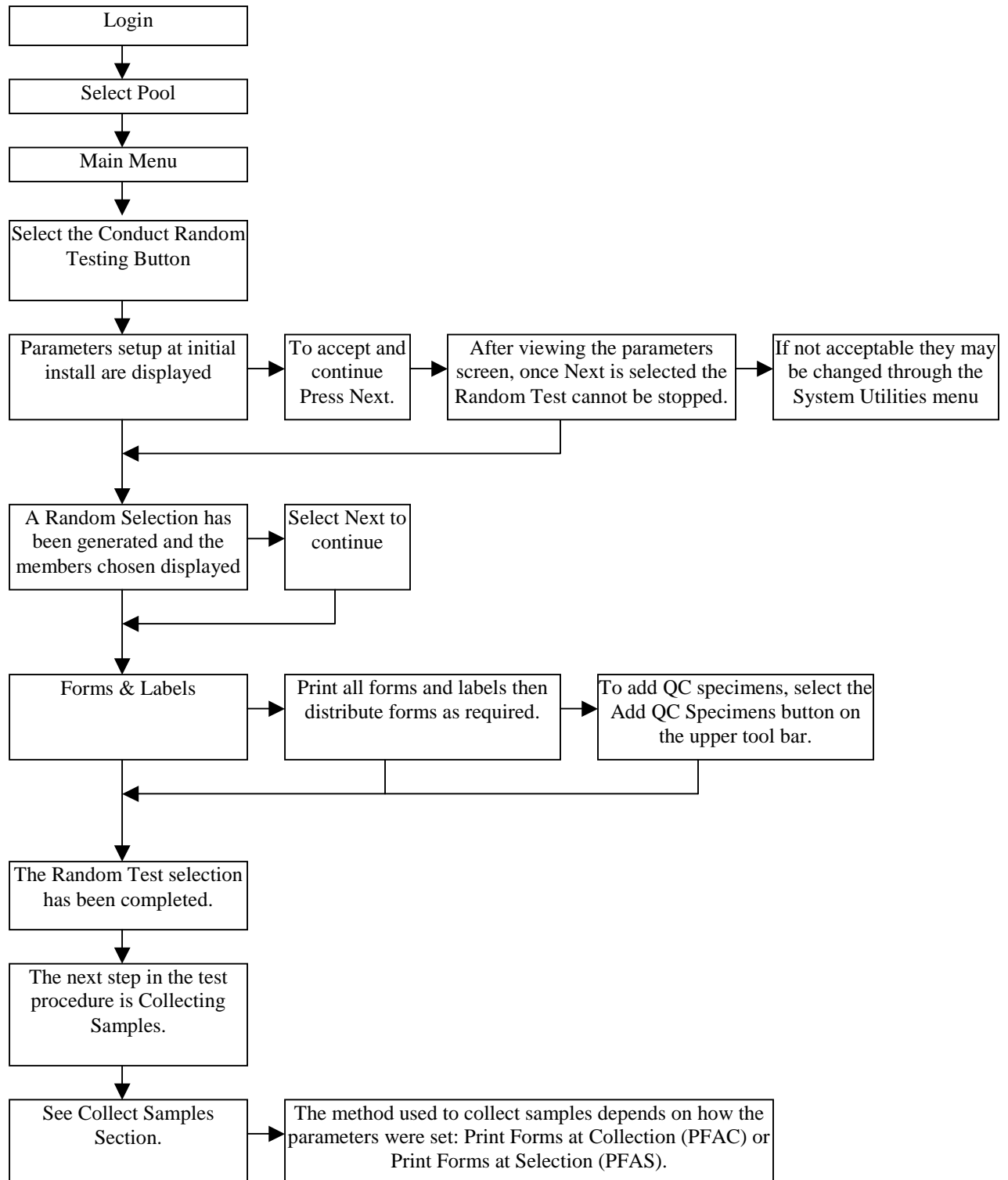
POOL MANAGEMENT



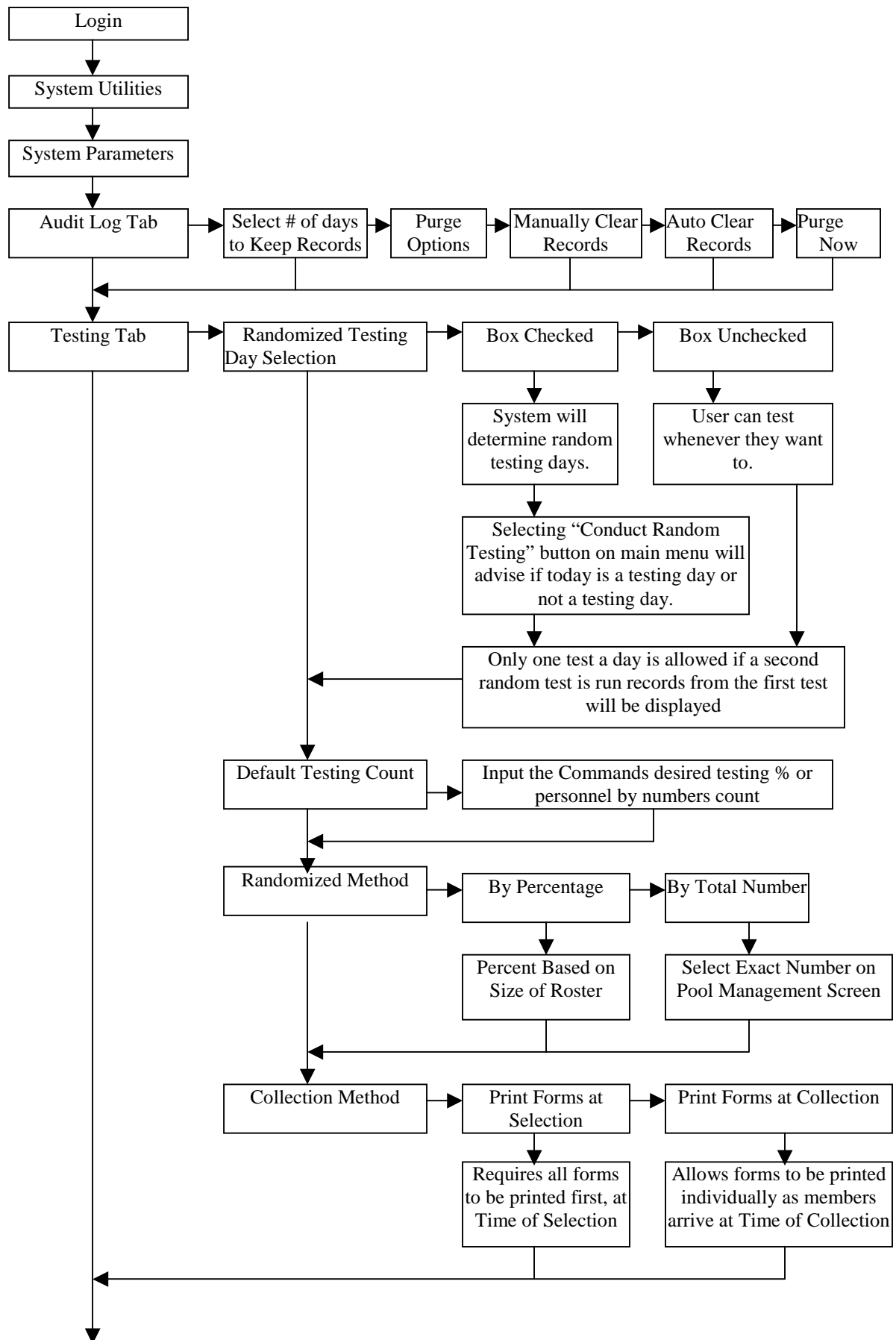
POSTING RESULTS



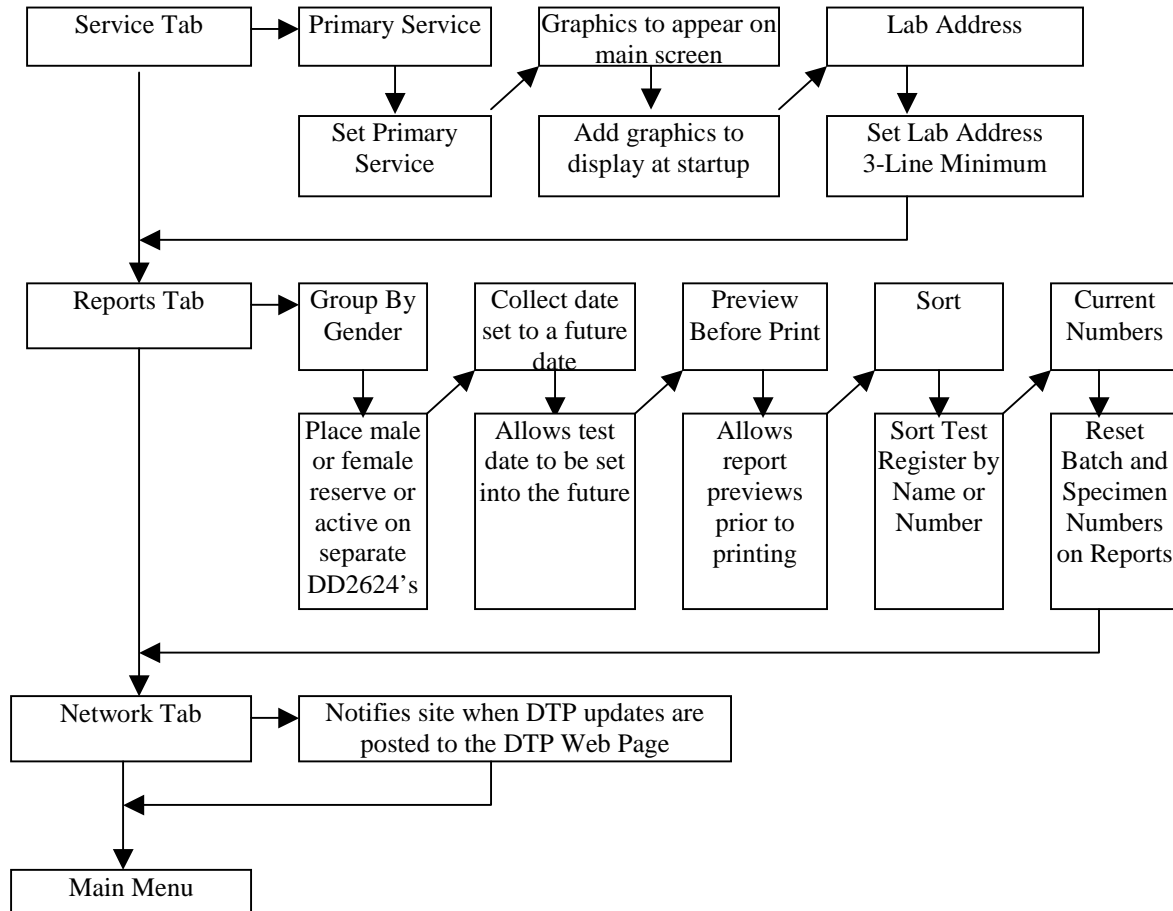
RANDOM TESTING



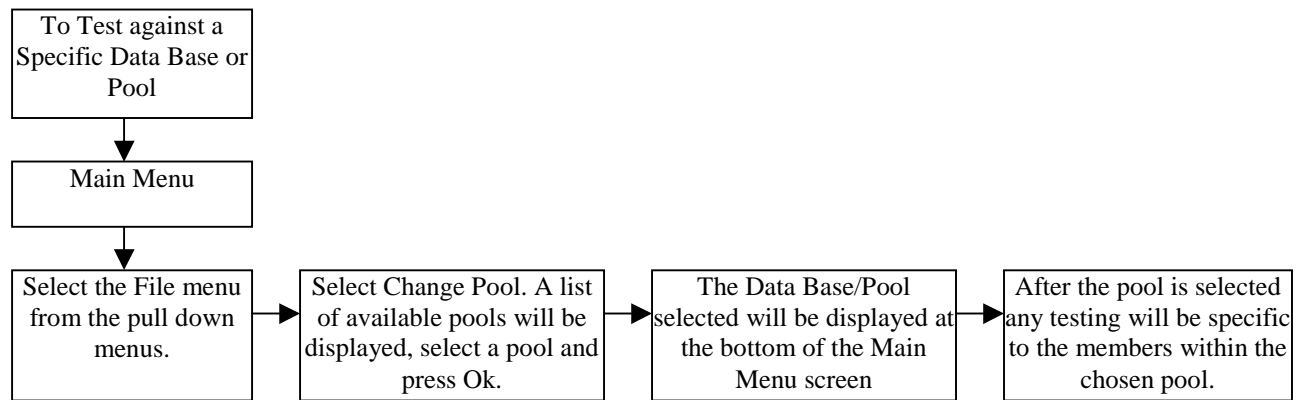
SYSTEM PARAMETERS



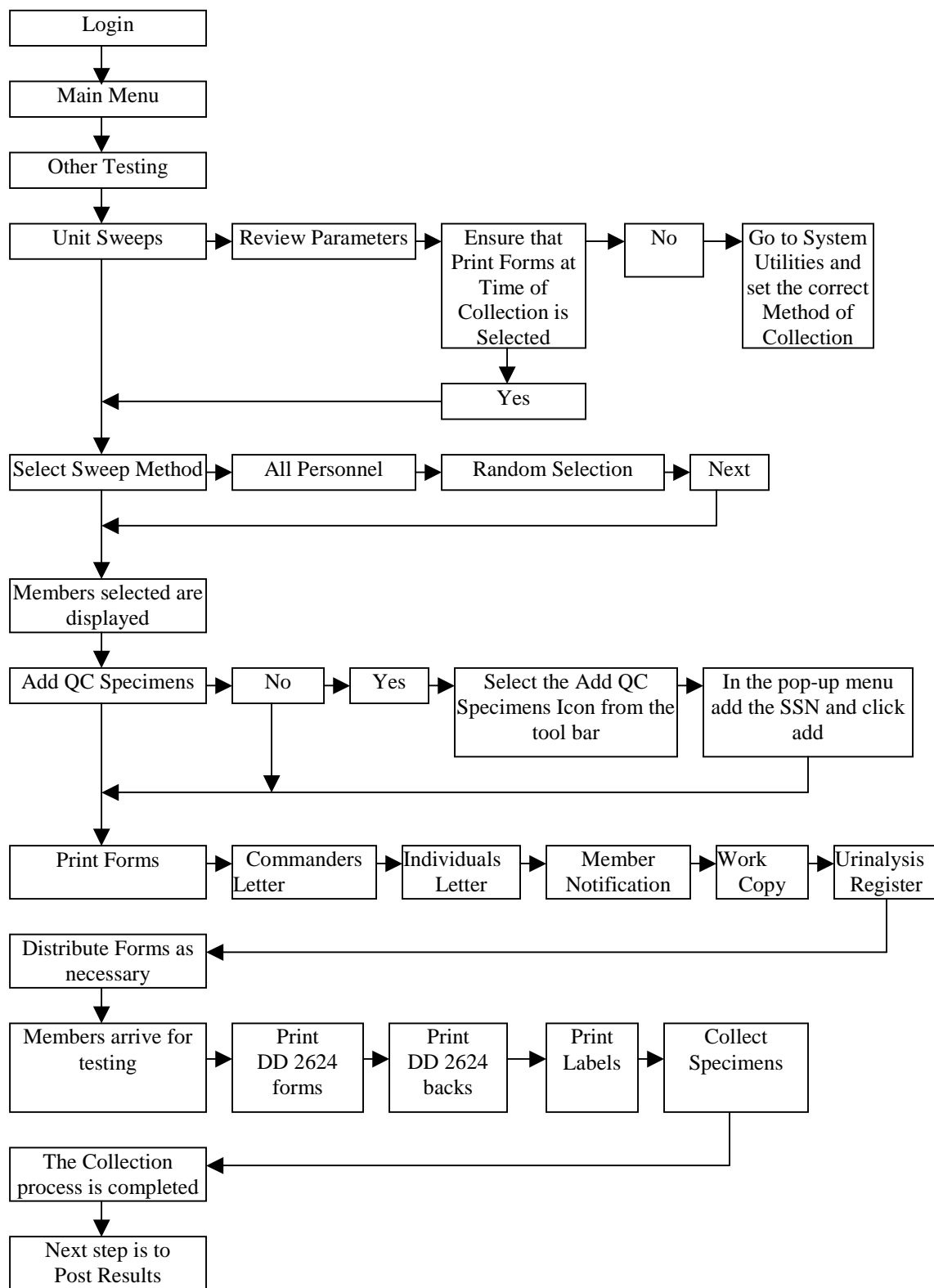
SYSTEM PARAMETERS PAGE 2



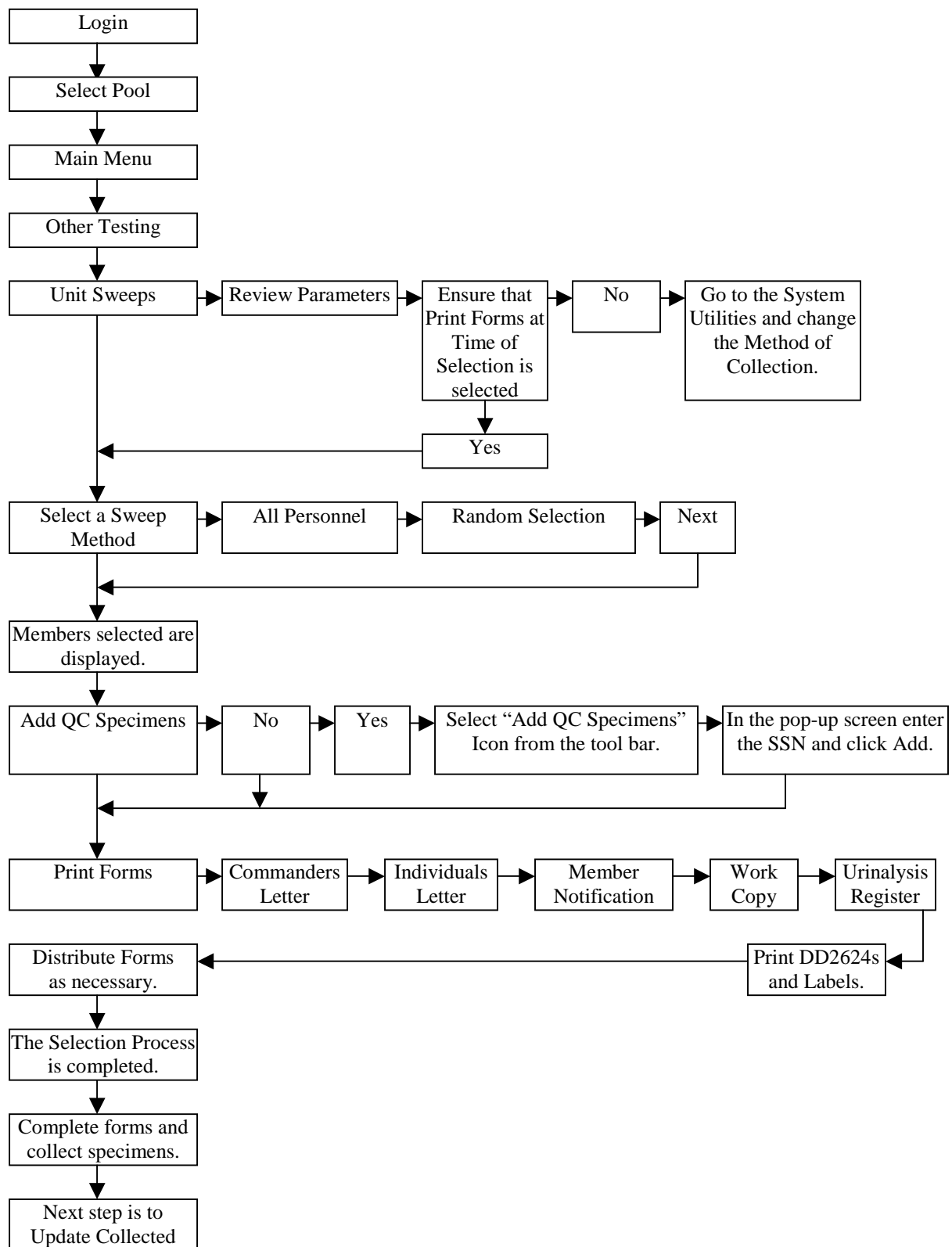
TEST AGAINST A SPECIFIC DATABASE



CONDUCT UNIT SWEEP TESTING (When test parameters are set to Print Forms at Collection (PFAC))



CONDUCT UNIT SWEEP TESTING (When test parameters are set to Print Forms at Selection (PFAS))



UPDATE COLLECTED

